

AFZF-GFO-99
(OFFICE SYMBOL)

ACCT NUMBER 211 DATE 2003/03/09

MEMORANDUM FOR TSC (PA), FORT HOOD, TX 76544-5056

SUBJECT: REQUEST FOR ESTABLISHING/RENEWING A TSC SERVICE ACCOUNT

1. REQUEST A TSC ACCOUNT BE ESTABLISHED OR RENEWED FOR,
1/99th CAVALRY IN ACCORDANCE WITH PROCEDURES
(UNIT OR ACTIVITY)
OUTLINED IN THE TSC CATALOG.
2. EQUIPMENT ISSUED TO THIS ACCOUNT WILL NOT BE LOAN OR PLACED
ON SUB-HAND RECEIPT TO ANY INDIVIDUAL OR UNIT NOT OF THIS ORGANI-
ZATION
3. THE UNDERSIGNED HEREBY APPOINTS SSG JOHN DOE
(Name and Rank)

E-Mail Address john.doe@hood.army.mil

Alternate E-Mail Address john.doe@us.army.mil

THE TSC ACCOUNT HOLDER. HE/SHE WILL ASSUME RESPONSIBILITY FOR
ORDERING, RECEIVING, AND PROMPTLY RETURNING ON DUE DATES ALL ITEMS
ISSUED ON TEMPORARY HAND RECEIPT TO THIS ACCOUNT (APPOINTED ACCOUNT
HOLDER WILL SIGN THE BOTTOM LINE A OF DA FORM 1687).

ENCL
ONE SET OF DA FORM 1687

SIG OF CDR OR APPOINTING AUTHORITY

JOHN SMITH, LTC, BATTALION CMDR
(NAME, GRADE, AND TITLE)

NOTE: OFF-POST UNITS MUST INCLUDE ONE COPY ON UNITS ORDERS SHOWING
CURRENT MAILING ADDRESS, AND TELEPHONE NUMBER TO INCLUDE AREA CODE
OF YOUR CITY/STATE

CHECK ONE () ACTIVE ARMY () TXARNG () USAR () OTHER

COMMANDER
HQ III CORPS & FORT HOOD
ATTN: AFZF-PTM-TS
FORT HOOD, TX 76544-5056
DSN 737-2669 OR (254)287-2669